CASE MANAGEMENT ELECTRONIC CASE FILING (CM/ECF)

ATTORNEY USER GUIDE

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN

ELECTRONIC CASE FILING
ADMINISTRATIVE PROCEDURES

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN

I. Registration for the Electronic Case Filing System

A. Designation of Cases

All cases filed in the Western District of Michigan, regardless of when a case was originally filed, are deemed to be assigned to the Case Management/Electronic Case Filing System (hereafter System) unless otherwise indicated by the Court.

B. Logins & Passwords

1. Any attorney admitted to practice in the Western District of Michigan (including those admitted pro hac vice), United States Trustees, panel trustees, and others with court approval may register to participate in electronic case filing. Registration will permit the Filing User to retrieve and file pleadings and other documents. An attorney/participant's login & password, issued by the Court, constitutes the participant's signature on any document or pleading submitted electronically through the System.

2. *Filing User* is defined as the attorney of record or the actual party in interest, if not represented by counsel, who electronically transmits any pleading or document to the Court.

C. Registration

1. An official registration form (See Court's Web site) must be submitted for each Filing User. A full participant user, with the

exception of the US Trustee and Panel Trustees, must pay all applicable filing and/or motion fees via the Internet Credit Card module.

2. All registration forms are to be returned to:

United States Bankruptcy Court
P.O. Box 3310
Grand Rapids, MI 49501
Attn.: CM/ECF Project Team

3. After completion of training with the Clerk's Office, each registering Filing User will be assigned a login & password for the System. Only one login & password will be assigned for each attorney or authorized filer. Each Filing User will receive an internet e-mail message after his/her password has been assigned to ensure that the filer's internet e-mail address has been entered correctly into the System. Failure of any user to abide by established Court guidelines and procedures for filing electronically, may result in the revocation of user access.

4. A Filing User may change the assigned password. In the event a Filing User believes that the security of an existing password may have been compromised, he/she shall immediately change that password and notify the Clerk's office. If a user forgets password information, the Clerk's Office will assign a new password.

5. Registration as a Filing User constitutes (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; and (2) waiver of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint under Federal Rule of Bankruptcy Procedure 7004.

Waiver of service and notice by first class mail applies to notice of the entry of the order or judgment under Fed. R. Bankr. 9022

6. If any information on the registration changes, i.e., mailing address, e-mail address, etc., it is the Filing User's responsibility to log onto the system and make the appropriate changes by accessing the "Utility" menu and selecting "Maintain Your ECF Account" (See Court's Web site). It is not the Court's responsibility to re-send or investigate returned e-mails not properly maintained by the Filing Users.

7. Once registered, a Filing User may withdraw from participation in the System by providing the Clerk's Office with written notice of such withdrawal. Upon receipt of the written notice, the Clerk's Office will immediately cancel the Filing User's password and delete the user from any applicable electronic service list. An attorney's withdrawal from participation in the System does not constitute withdrawal from representation in any pending case. A withdrawing attorney must notify all parties/attorneys who have appeared in a pending case that they can no longer be served electronically and must be served conventionally.

D. Limited Use Participants

1. Attorneys and creditor representatives may obtain a "Limited Use Password" for access to the System by submitting a Limited Participant ECF User form (See Court's Web site). Access to the System is currently restricted to the filing of the following documents:

    a. Creditor Request for Notices
    b. Proofs of Claim
    c. Withdrawals or Transfers of Claim
    d. Reaffirmation Agreements

2. Attorneys or creditor representatives wishing to obtain Limited Use access to the System must complete a Limited Use registration form. Upon completion of any applicable training, registrants will receive a limited use login and password. The use of this login and password are governed by the provision of paragraph I(C). Only attorney representatives will be permitted to receive e:mail notification; Creditor representatives are required to waive such notice. The Court will maintain all user account information for Limited Use participants. Participants are required to immediately notify the Court of any change(s) and/or corrections(s) to their mailing address or other pertinent information.

3. Documents filed by a Limited Use participant are governed by all provisions of these administrative procedures. If a Limited User participant files a proof of claim electronically, all attachments, security interests or evidences of indebtedness required to be attached under the Fed. Rules of Bankr. Procedure shall be attached electronically to the proof of claim.

II. Electronic Filing and Service of Documents

A. Filing Electronically

1. Except as provided for in paragraph III(A) below, all pleadings and documents required to be filed with the Court in connection with a case assigned to the System shall be electronically filed.

2. Documents that are associated with a pleading shall be prepared as separate documents, but should be electronically filed together as attachments to the main pleading. i.e.: certificates of service, affidavits, supporting briefs, proposed orders, etc., shall be filed as attachments to the motion, complaint or other

pleading to which it relates. See III(A)(3) regarding exhibits.

3. The Clerk's Office shall not maintain a paper court file in any case, except as otherwise provided by this Administrative Procedure or local Court policy. The official court record shall be an electronic file maintained on the Court's file server. The Court may dispose of any paper documents after scanning and docketing.

B. Service

1. Whenever a pleading or other paper is filed, a "Notice of Electronic Filing" will be automatically generated by the System via electronic means at the time of docketing.

2. The Filing User must serve pleadings or documents upon all persons entitled to notice or service in accordance with applicable rules. If the recipient is a registered participant in the System, service of the "Notice of Electronic Filing" shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid; with the exception of a summons and complaint.

C. Section 341(a) Meeting of Creditors

The attorney for the debtor shall bring to the Section 341(a) meeting of creditors, the electronically filed petition, schedules, lists and statement of affairs bearing the original signatures of the debtor(s).

D. Timeliness

1. Filing of documents electronically does not alter the filing deadline for that pleading. Except where the presiding Judge

specifically requires an earlier filing time, filing must be completed before midnight local time (Eastern Standard Time or Eastern Daylight Time, whichever is applicable at the time of filing) where the Court is located in order to be considered timely filed that day.

2. A document is deemed filed at the date and time reflected on the "Notice of Electronic Filing" from the Court.

3. A filer whose document is made untimely as the result of a technical failure of the court's System, may seek appropriate relief from the Court.

E. Signatures

1. Petitions, lists, schedules and statements, amendments, pleadings, affidavits and other documents which must contain original signatures or which require verification under FRBP 1008 or an unsworn declaration as provided in 28 U.S.C. §1746, shall be filed electronically by filing users registered in the System.

2. Debtor's Declaration Re: Electronic Filing – When the original petition is filed electronically, the attorney for the debtor(s) shall file in paper form, the originally executed "Declaration Re: Electronic Filing" (See Court's Web site) with the Court within five (5) business days of the electronic filing. The Court will retain the original Declaration. Failure to file the Declaration Re: Electronic Filing as prescribed, shall result in dismissal of the proceeding without prejudice, without further notice of the Court.

3. Debtor's Statement of Social Security Number (Official Form B21) – Effective December 1, 2003, a completed Official Form B21 (Statement of Social Security Number) is required to be

submitted to the Court containing the full 9-digit social security number(s) and original signature(s) of the Debtor(s). If the debtor does not have a Social Security number, the debtor shall submit the Statement of Social Security Number with that information. Failure to submit this form within 15 days from the date of the Notice to File Statement of Social Security Numbers shall result in dismissal of the proceeding without prejudice, without further notice of the Court. The full social security number(s) of the debtor(s) shall not be included in the PDF image of the electronically filed petition.

4. A copy containing an original signature must be retained by the filing user for a period of 5 years after the closing of the case and all time periods for appeals have expired, unless the Court orders a different period. This retention period does not affect or replace any other periods required by other applicable laws or rules. Upon request of the Court, the filing user must provide original documents for review.

5. The pleading or other document electronically filed shall indicate the signature as “/S/ name”, unless the document has been scanned and shows the original signature.

6. In the case of a stipulation or other document to be signed by two or more persons, the following procedure shall be used:

    a. The filer shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the actual signature(s) of all parties on the document.

    b. The filer shall then file the document electronically, indicating the signatures by “/S/ name”.

    c. The filer shall retain the hard copy of the document containing the original signatures in accordance with paragraph II(E)(3).

F. Special Documents

1. Creditor Mailing Matrix – The creditor matrix shall be prepared in accordance with the "Creditor Matrix Styleguide". The creditor mailing matrix will accompany an electronically filed bankruptcy petition. The matrix shall be filed as an ASCII Text (.txt) file and uploaded immediately after the petition is filed. If an amendment is filed which adds creditors, then an amended matrix shall also be prepared as a .txt file for uploading which contains <u>only</u> the names and addresses of those creditors being added to the proceeding.

2. Virtual Documents – Virtual documents are certain documents (including some orders) which are frequently utilized by trustees, Office of the U. S. Trustee and the Court of which the text does not substantially vary from case to case. A virtual document consists entirely of the text contained in the docket entry and is not embodied in any other document. The docket entry for the virtual document shall be fully effective despite the absence of a hard document. Examples of a virtual document are a Trustee's Report of No Distribution, Trustee's Report of Plan Completion, Order Confirming Chapter 13 Plan, Trustee's report after conclusion/adjournment of the § 341(a) meeting of creditors and the Trustee's Request to Defer Payment of Filing Fee.

G. Fees Payable to the Clerk

1. Registered filers shall pay all applicable filing/motion fees through the U. S. Treasury Internet credit card program. It is the filers responsibility to maintain a credit limit adequate to cover all filing/motion fees due.

The filer may select "Pay Now" or "Continue Filling" on the payment screen. If "Continue Filing" has been selected, so as to pay multiple fees with a single payment, the payment for all fees due shall be made by the close of each business day.

Installment payments of filing fees are not permitted on the System. Filing fees must be paid in full at the time of filing, or at the close of each business day if the "Continue Fling" option is selected, or as provided through the debtor's Chapter 13 plan, if applicable.

2. Any transaction declined by the credit card issuer for any reason must be paid to the Court in cash or by check or money order by the close of business on the next business day. The cardholder has the responsibility to notify the Clerk's Office of any transaction which is declined.

H. Orders

The Clerk's Office will electronically file all orders, notices and other court-produced documents into the System.

Any order filed electronically by the Court with the Judge's signature reflected as "/S/Judge's Name", has the same force and effect as if the Judge had affixed an original signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

Any ministerial order filed electronically by the Clerk with the Clerk's signature reflected as "/S/Daniel M. LaVille, Clerk of Court", has the same force and effect as if the Clerk had affixed an original signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

Proposed Orders – The Clerk is authorized to establish detailed procedures and requirements regarding the electronic filing of orders. Such procedures and requirements may be contained in guidelines, notices, user guides, etc., posted on the Court's website and available in the Clerk's office.

I. Entry and Correction of Docket Entries

1. The person electronically filing a pleading or other document will be responsible for designating a docket entry for the document by using one of the event categories prescribed by the Court.

2. Once a document has been electronically filed, corrections will be made only by the Clerk's Office. The System will not permit filers to make changes to the document(s) or docket entry filed in error once the transaction has been entered. The filer will be advised by the Clerk's office if the document needs to be *re-filed* .

J. Exhibits/Attachments Other than Exhibits for Hearings and Trials

Unless the Court permits conventional filing, all documents referenced as exhibits or attachments shall be submitted in electronic format. An exhibit to an electronic filing shall include only excerpts of the referenced document that is directly germane to the matter under consideration by the Court. Excerpted material must be clearly identified as such. A party filing excerpts of a document under this provision does so without prejudice to the right to file timely additional excerpts or the complete document. The exhibit in its' entirety must be available in the courtroom at any hearing pertaining to the matter.

III Exceptions to Electronic Filing

Pleadings and documents must be filed via the Internet with the following exceptions: trial exhibits, original transcripts, documents filed by *pro se* parties, documents filed under seal, Debtor's Statement of Social Security Number and Debtor's Declaration Re: Electronic Filing

A. Alternate Procedures

1. Documents filed under seal – The motion to file document(s) under seal shall be filed electronically. The actual document(s) under seal shall be prepared in paper form and submitted to the Court with the order granting the motion once the order has been entered.

2. Trial Exhibits – Trial exhibits shall be submitted conventionally. The Court will not scan trial exhibits unless the Court determines that doing so will assist in managing the trial.

3. Proofs of Claim – Claims may be filed conventionally by non-registered users. Claims submitted conventionally will be entered and scanned in their entirety into the System by the Court

4. Debtor's Statement of Social Security Number (Official Form B21) – See II(E)(3)

5. Debtor's Declaration Re: Electronic Filing – See II(E)(2)

IV Electronic Filing Protocols

A. Format

All Documents, except the creditor mailing matrix or amended mailing matrix, shall be submitted in a PDF file. The creditor mailing matrix must be filed in .txt format

B. Size of Documents

Document files must be no larger than 2 megabytes (MB) in size, or approximately 35 pages of text in standard word processing format, converted into PDF using Adobe Acrobat software or through other software. Scanning a document into PDF will result in a much larger file size. The transmission of a large document as a single file may not be successful due to security constraints on the length of time taken by an electronic filing. Large-sized documents should be broken down into sections and filed as consecutively number attachments pursuant to Court policy.

C. The Clerk is authorized to establish detailed procedures and requirements regarding the electronic filing of documents. Such procedures and requirements may be contained in guidelines, notices, user guides, etc., posted on the Court's website and available in the Clerk's office.

V Conventional Filing Protocol

A. Quality -- Documents must be printed in a format capable of producing a quality image when scanned by the Court.

B. Size – All documents, including exhibits and attachments, must be on standard letter size (8.5" x 11"). The filing party is responsible for reducing larger documents to the standard size; or for copying smaller size documents onto standard size paper.

C. Assembly – Documents shall be submitted bound only by binder clips or clamps. Documents shall not be bound by staples, prong fasteners or standard paper clips. Documents may not contain tabs. Exhibits may be marked by including a separation sheet marked with the exhibit letter or number; or by noting the exhibit letter or number at the bottom of the first page of the exhibit.

D. Length – Documents which exceed 35 pages must be separated into 2 or more parts. Multiple parts of a separated document shall be identified in accordance with established guidelines.

E. Number of Copies – Only the original document need be presented for filing, with the exception of trial exhibits and legal briefs – two complete sets are to be filed with the Court. If the filing party would like file-stamped copies returned, then those copies must be submitted along with a self-addressed stamped envelope. Additional copies will not be returned if not accompanied with a self-addressed stamped envelope.

F. Return of Paper Documents – The official record consists of the electronic images of documents stored in the Court's System. The Court may dispose of paper documents after scanning and docketing.

G. Mailing Matrix – Only a *pro se* debtor who did not receive assistance from a bankruptcy petition preparer may file a creditor mailing matrix in paper format.

VI Technical Failures

A Filing User who is unable to effect a filing through the Internet due to a technical failure should document the incident and report the occurrence the Clerk's office. A Filing User whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court. Known system outages will be posted on our web site if possible.

Problems on the filer's end will not constitute a technical failure under these procedures nor excuse an untimely filing. (i.e.: problems with phone lines, Internet Service Provider (ISP), hardware or software, etc.) A filer who cannot file a document electronically because of a problem on the filer's end, must file the document conventionally or contact the Clerk's Office for permission to file the document provisionally via FAX (See LBR 5005-1)

VII **Public Access to the System**

A. Internet Access

Non-ECF Participants -- Any person or organization may access the System by establishing an account with the PACER Service Center. Registration may be made online at http://pacer.psc.uscourts.gov or by calling 1-800-676-6856. All applicable fees would apply.

ECF Participants – Registered users in the System will receive one free look at the document in the case through the hyperlink included in the Notice of Electronic Filing. In addition to receiving a login and password for filing documents through the System, all registered ECF participants must also establish an account with the PACER Service Center (see above) All other applicable fees would apply.

B. Access at Court

During regular business hours, electronic access to documents and case information is available at each of the Courthouses for the Western District of Michigan (Grand Rapids and Marquette). There are no fees for viewing the electronic documents at the Clerk's Office. Charges for copies of electronic and paper documents are described in the Electronic Public Access Fee Schedule (28 U.S.C. §1930)

VIII **Privacy**

A. In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms.

1. Social Security Numbers – If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

2. Names of minor children – If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of the Official Bankruptcy Form 6, list relationship and age of the debtor's dependents (i.e.: son, age 6)

3. Dates of Birth – If an individual's date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependants.

4. Financial Account Numbers – If financial account numbers are relevant, only the last four digits should be used. On Schedules D, E & F of the Official Bankruptcy Form 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.

B. In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal identifiers listed above may file an unredacted document under seal. The court will consider a request to file an unredacted document under seal by ex-parte motion, although the court may require the filing party to give notice and an opportunity to request a hearing, or may set the matter hearing. The unredacted document shall be retained by the court as part of the record. The party shall file a redacted copy fo the public file.

C. The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each document for compliance with this rule.

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

In the Matter of:

MANDATORY
ELECTRONIC CASE FILING

ADMINISTRATIVE ORDER 2004-06
(Mandatory Electronic Filing)

THE COURT FINDS that:

Federal Rules of Bankruptcy Procedure 5005(a)(2), 7005, 9029, 9036, and Local Bankruptcy Rule 5005-1(b) authorize this Court to establish practices and procedures for filing, signing, maintaining and verifying pleadings and papers by electronic means; and

On February 3, 2004, by Administrative Order 2004-2, the Court established Administrative Procedures for the Electronic Filing, Signing, Verification and Service of Documents, and authorized that amendments thereto may be entered periodically;

NOW, THEREFORE, IT IS ORDERED as follows:

Effective **January 1, 2005**, all petitions, pleadings and other papers filed in all cases and proceedings, whether pending or new, shall be filed electronically according to the procedures established by the Court. Petitions, pleadings and/or other papers filed by conventional means (via paper), shall be rejected by the Court pursuant to guidelines referenced in L.B.R. 5005-2. Exceptions to electronic filing are as follows:

1. Parties without legal representation (*pro se* parties) may continue to file all pleadings and other papers by conventional means.

2. Creditors who are not registered Electronic Case Filing users may continue to file all documents by conventional means.

3. Internet Failure – Filers experiencing Internet failure may submit their pleading and/or document on diskette or CD in pdf format along with a "Motion for Leave to File Conventionally".

4. All documents set forth in section III of the Electronic Case Filing Administrative Procedures Manual, as may be amended from time to time, may be filed conventionally, unless specifically authorized by the Court.

5. Petitions, pleadings and/or other papers filed by conventional means which are accompanied by a Motion for Leave to File Conventionally as to why they are unable to file electronically with a proposed order.

The Clerk of the Court shall post a copy of this Administrative Order in each divisional office and on the Court's website. In addition, the Clerk shall provide a copy of same to the Federal Bar Association (West Michigan Chapter), the State Bar of Michigan Committee on United States Courts, and the *Michigan Lawyer's Weekly*.

Dated: July 14, 2004

Hon. James D. Gregg
Chief Judge, U. S. Bankruptcy Court

Hon. Jo Ann C. Stevenson
U. S. Bankruptcy Court

7/14/04

Hon. Jeffrey R. Hughes
U. S. Bankruptcy Court

CM/ECF
Maintain User Accounts

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys, trustees, and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Registered electronic filers can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how e-filers can update:

- user name, address and other party data
- E-mail information
- electronic noticing preferences
- user login and passwords.

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select **Maintain Your ECF Account**, which is found under the **Your Account** sub-menu.

STEP 2 Your **USER ACCOUNT** screen will appear displaying your current account information.

- Update your personal information on this screen. When it is correct, click **Submit** to save the changes. If the **[Submit]** button is not used, the record will not be modified.

- The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3 The **E-MAIL INFORMATION** screen presents options for control of your electronic notification on each court's CM/ECF system.

NOTE: You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case.

Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-MAIL INFORMATION screen is explained below:

- **Primary E-mail address**. This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.

- **Send the notices specified below...**

  - ☐ **to my primary E-mail address**
    To activate CM/ECF notification you must first check the box next to your E-mail address.

  - ☐ **to these additional addresses**
    You may have notices sent to other E-mail addresses besides your primary E-mail address. When entering multiple E-mail addresses, separate each address with a semi-colon.

  - ☐ **Send notices in cases in which I am involved**
    Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant.

  - ☐ **Send notices to these additional cases**
    You do not have to be a participant in a case to receive notification of activity. Attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

- **Send a notice for each filing**.
  Checking this box means you will receive E-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the E-mail will describe the type of filing and the case number.

- **Send a Daily Summary Report**
  A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list.

A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary E-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.

- **Format notices**
  Enter the E-mail delivery method. This selection will be determined by your E-mail type.

  - ☐ **html format for Netscape or ISP E-mail servicer**
    The html format will include hyperlinks to the document or claim.

  - ☐ **text format for cc:Mail, GroupWise, other E-mail service**
    Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser.

- When you have entered your E-mail preferences, click on **Return to Account screen**.

- Click on **Submit** to save the changes.

STEP 4 The **SELECT THE CASES TO BE UPDATED** screen will then appear for the user to select the effected cases.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

- Select desired cases and then click **Submit**.

STEP 5 If you click on **More user information** from your account screen, your login and password information will be displayed

- You can change your own login and/or password here.

  Remember:

  - Logins and passwords are case sensitive.
  - These are alphanumeric fields
  - Passwords have a maximum of 8 characters
  - When you enter a new password it is displayed on the

screen. Your subsequent queries to this screen will show only asterisks.
(No one will be able to tell you what your password is. Contact the court if you forget your password.)

- When you have entered the information as desired, click on **Return to Account screen**.

STEP 6 Your user account screen will appear again.

- When all of your account information is correct, click **Submit** to finish processing.

STEP 7 A list of the cases you are associated with will then appear.

- If you want this new information to apply to all of the cases, click on *****Update All***** at the top of the list. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.
- When you have all of the desired cases or *****Update All***** highlighted, click **Submit** to apply the new information.
- The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

USER TRANSACTION LOG

All docketing activity is recorded through each user's transaction log. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range.

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users besides yourself except for court systems staff.

Accessing CM/ECF

How to Access the System

STEP 1 Users can get into the system via the Internet by going to:

Training Database: https://ecf-train.miwb.uscourts.gov
Live Database: https://ecf.miwb.uscourts.gov

STEP 2 **Logins and Passwords**
Internet users (attorneys, trustees and certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER). This access can be used for queries and viewing reports. Passwords assigned for electronic filing are issued by the court and passwords designated for queries and viewing reports are issued by PACER.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as ThomasK or THOMASK. The password cannot exceed 8 characters. The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

STEP 3 The **CM/ECF MAIN MENU** screen displays
Access to the various categories are provided by the blue main menu bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

NOTE: The date you last logged into the system will appear at the bottom left of this screen.

You should review this information each time you log in for security reasons. If you believe or suspect someone is using your log in and password without permission, change your password immediately, then telephone the Court's Help Desk at (616)456-2266.

SAVING AN EXISTING WORDPERFECT DOCUMENT IN PDF FORMAT

The following instructions will guide you on how to create a PDF file to upload in CM/ECF.

- Open the document you wish to save in PDF format. Select the Printer icon on the tool bar, or go to File > Print.

- Select Current Printer and change the default printer on the drop-down menu to **Acrobat PDF Writer** and then print.

- At the ***Save PDF File As*** screen browse to the folder you want your PDF to reside on your computer and then name your PDF in the ***File name:*** field and Save. REMEMBER to leave the extension as **.PDF**.

TO ATTACH A PDF TO AN ENTRY IN CM/ECF

- If you have a PDF file to attach to an entry in CM/ECF, when prompted to do so simply browse to your computer where you have saved the PDF file. Change the Files of type to All Files [*.*].

- Select the appropriate PDF file to upload to your entry, "right click" and open to verify that it is the correct image **(IT IS VERY IMPORTANT TO ALWAYS OPEN THE PDF AND VERIFY IT FOR ACCURACY).** If it is the correct PDF file, close out and Open – you have now placed that PDF file in CM/ECF to continue docketing. (If you realize that you have attached the incorrect PDF prior to completing your entry, simply use the Back browser button and reattach the correct PDF).

ATTACHMENTS

Definition:
An attachment is an additional supporting document filed electronically with a pleading. An attached document will be referenced in the docket text separately and the attached image will be accessible by clicking on the hyperlink within the docket text.

Possible examples of Attachments:

Main Document	Attachments
Voluntary Petition	Statement of Affairs, Means Test, Schedules, Matrix Verification, Asset Protection Report, Application to Pay Filing in Installments, Proposed Payroll Order etc.
Motions/Objections/Notice of Appearance/etc.	Certificate of Service, Affidavit of Disinterestedness, Notice and Opportunity to Object, Memorandum of Law in Support of Motion, exhibits, Notice of Effect, documents in scanned format, Proposed Orders (if submitting a proposed order, please have this the last attachment to the main document)

Notice of Appearance

This process provides step-by-step instructions on how to file a Request for Notices.

STEP 1 Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENT** screen displays.

- Click the **Ntc. of Appearance** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- Enter the case number in yy-nnnnn format including the dash.
- Click **[Next]** to continue.

STEP 4 The **EVENT TYPE** screen displays.

- Select the **Request for Notices** event.
- Click to highlight, then click on the **Next** button to continue.

STEP 5 The **PARTY SELECTION** screen appears.

- Select the filer from the **Select the Party** box.
- If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.

NOTE: If adding/creating a new party, select the correct **Role Type**.

- Click **Next** to continue.

STEP 6 The **ATTORNEY/PARTY ASSOCIATION** screen presents a check box to create the link between the creditor and their attorney.

NOTE: It is important to create an association between the attorney and the party the attorney represents. If an association is not created, the attorney will not receive email notifications regarding activity in the case.

STEP 7 The **PDF DOCUMENT** screen displays.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click **Next**.

STEP 8 The **MODIFY DOCKET TEXT** screen displays.

- Edit if necessary.
- Click **Next** to continue.

STEP 9 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Proof this screen carefully! This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.
- To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- If the docket text is correct, click on the **[Next]** button to file the proceeding.

STEP 10 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- Description of **Notice of Electronic Filing**.
  - Hyperlink to docket sheet
  - Date and time stamp information
  - Case Title
  - Case number hyperlink to docket sheet (if one exists)
  - Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

- **Notice will be electronically mailed to:**

  – Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

- **Notice will not be electronically mailed to:**

  – Names of other parties on the case who have not furnished their e-mail addresses to the court.

Motions/Applications/Stipulations

This process shows how to file a motion for relief from stay. Although this example specifically shows the steps to file a relief from stay, the same steps would be followed for other motions, applications and stipulations.

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- Click the **Motions/Application/Stipulations** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

- Enter the correct case number (yy-nnnnn), including the hyphen.
- Click **Next**.

STEP 4 The **EVENT** screen displays.

- Scroll down to display the selection **Relief from Stay (Fee Due)**.
- Highlight that selection and Click **Next** to continue.

STEP 5 The **PARTY SELECTION** screen appears.

- Select the filer from the **Select the Party** box.
- If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.

NOTE: If adding/creating a new party, select the correct **Role Type** and clear the address.

- Click **Next** to continue.

STEP 6 The **PDF DOCUMENT** screen appears.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located.

NOTE: For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.

Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on "**X**" in the upper right-hand corner.

- If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

- Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach any attachments.

NOTE: Please note that the PDF file for the Motion for Relief from Stay is not an **attachment.** It is considered the **main** or **associated** document. An **attachment** is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.

- Click **Next**.

STEP 7 The Collateral information screen displays.

- Enter a short description of the collateral in the box.

- Click **Next** to continue.

STEP 8 The **MODIFY DOCKET TEXT** screen displays.

- Edit if necessary.

- Click **Next** to continue.

STEP 9 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Proof this screen carefully! This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.

- To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.

- If the docket text is correct, click on the **[Next]** button to file the proceeding.

STEP 10 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- Description of **Notice of Electronic Filing**.
    - Hyperlink to docket sheet
    - Date and time stamp information
    - Case Title
    - Case number hyperlink to docket sheet (if one exists)
    - Docket text
    - Annotated text in italics
    - Text produced from docket event
    - Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.
    - **Notice will be electronically mailed to:**
        - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - **Notice will not be electronically mailed to:**
        - Names of other parties on the case who have not furnished their e-mail addresses to the court.

Motions/Applications/Stipulations

This process shows how to file a stipulation for adequate protection. Although this example specifically shows the steps to file a stipulation for adequate protection, the same steps would be followed for other stipulations.

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- Click the **Motions/Application/Stipulations** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

- Enter the correct case number (yy-nnnnn), including the hyphen.
- Click **Next**.

STEP 4 The **EVENT** screen displays.

- Scroll down to display the selection **Adequate Protection**.
- Highlight that selection and Click **Next** to continue.

STEP 5 The **PARTY SELECTION** screen appears.

- From the **Select the Party** box, select all parties involved in the stipulation.
- If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.

NOTE: If adding/creating a new party, select the correct **Role Type** and clear the address.

- Click **Next** to continue.

STEP 6 The **ATTORNEY/PARTY ASSOCIATION** may appear. This screen presents a check box to create the link between the creditor and their attorney.

STEP 7 The **PDF DOCUMENT** screen appears.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located.

NOTE: For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.

Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on "**X**" in the upper right-hand corner.

- If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.
- Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach any attachments.

NOTE: Please note that the PDF file for the Stipulation for Adequate Protection is not an **attachment.** It is considered the **main** or **associated** document. An **attachment** is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.

- Click **Next**.

STEP 8 The **Collateral** information screen displays.

- Enter a short description of the collateral in the box.
- Click **Next** to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays.

- Select '**Stipulated**' from the drop down menu.
- Click **Next** to continue.

STEP 10 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Proof this screen carefully! This is what will print on the docket sheet.

- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.

- To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.

- If the docket text is correct, click on the **[Next]** button to file the proceeding.

STEP 11 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **[Print]** icon.

- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

- Description of **Notice of Electronic Filing**.

  - Hyperlink to docket sheet
  - Date and time stamp information
  - Case Title
  - Case number hyperlink to docket sheet (if one exists)
  - Docket text
  - Annotated text in italics
  - Text produced from docket event
  - Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

  - **Notice will be electronically mailed to:**

    - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

  - **Notice will not be electronically mailed to:**

    - Names of other parties on the case who have not furnished their e-mail addresses to the court.

File Claims

This process explains how to file a Proof of Claim using the electronic case filing system (CM/ECF).

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- Click on the **File Claims** hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display.

- Enter the case number in the appropriate box and the Last/Business Name of the creditor in the Name of Creditor box.

CAUTION: Do not change the default of **Creditor** in the **Type of Creditor** box.

- Click **Next** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria.

- Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

  If you are unable to find a creditor after using different search criteria, the **Add Creditor** hyperlink allows you to add a creditor to the case.

NOTE: Clicking on the **Add Creditor** hyperlink will take you out of the **File Claims** event and into **Creditor Maintenance** event. Once the creditor is added you will then need to go back to the **File Claims** event.

- Click **Next** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim.

- Enter the data in the appropriate fields. Do not enter the "$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

- When you have completed this screen, click **Next** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the appropriate documents to the proof of claim.

NOTE: Please note that the PDF file of the proof of claim is not an **attachment.** An **attachment** is another supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click <u>**Next**</u>.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. The claim is now part of the official court record.

- Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.

- Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.

- To print a copy of this notice, click the browser **[Print]** icon.

- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

- To continue claims processing, click again on **Bankruptcy**, <u>File Claims</u>. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

Miscellaneous

This process provides step-by-step instructions on how to file a reaffirmation agreement. Although this example specifically shows the steps on how to file a reaffirmation agreement, similar steps would be followed for other Miscellaneous events.

STEP 1 Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENT** screen displays.

- Click the **Miscellaneous** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- Enter the case number in yy-nnnnn format including the dash.
- Click **[Next]** to continue.

STEP 4 The **EVENT TYPE** screen displays.

- Select the **Reaffirmation Agreement** event.
- Click to highlight, then click on the **Next** button to continue.

STEP 5 The **PARTY SELECTION** screen appears.

- Select the filer from the **Select the Party** box.
- If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.

NOTE: If adding/creating a new party, select the correct **Role Type**.

- Click **Next** to continue.

STEP 6 The **PDF DOCUMENT** screen displays.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click **Next**.

STEP 7 The next screen asks whether or not the Agreement has been signed by the Attorney for Debtor.

- Select **yes** or **no.** .
- Click **[Next]** to continue.

STEP 8 The **Creditor** and **Collateral** screen appears next.

- Enter the name of the creditor.
- Enter a brief description of the collateral.

NOTE: If the case is assigned to Judge Stevenson, the Reaffirmation Agreement must include the Present Market Value of the Collateral, in addition to the Name, Address and Telephone Number of the Creditor. Local forms can be found on the court's web site.

STEP 9 The **MODIFY DOCKET TEXT** screen displays.

- Edit if necessary.
- Click **Next** to continue

STEP 10 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Proof this screen carefully! This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.
- To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- If the docket text is correct, click on the **[Next]** button to file the proceeding.

NOTE: REMEMBER TO UPLOAD YOUR CREDITOR MATRIX AND FILE A VERIFICATION OF AMENDED MATRIX.

STEP 11 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

◆ To print a copy of this notice click the browser **[Print]** icon.

◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

◆ Description of **Notice of Electronic Filing**.

- Hyperlink to docket sheet
- Date and time stamp information
- Case Title
- Case number hyperlink to docket sheet (if one exists)
- Docket text
- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

- **Notice will be electronically mailed to:**
  - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

- **Notice will not be electronically mailed to:**
  - Names of other parties on the case who have not furnished their e-mail addresses to the court.

Adversary Proceeding
Case Opening

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff and defendant and basic statistical data. The lead event is incorporated into this process and will not need to be docketed separately.

STEP 1 Click the Adversary hypertext link on the CM/ECF main menu bar.

STEP 2 The **ADVERSARY EVENTS** screen displays.

- Click the **Open AP Case** hypertext link.

STEP 3 The **CASE DATA** screen displays.

- The **Case Type** is “ap”.
- The current date is displayed in the **Date Filed** box.
- The **Complaint** field indicates whether a Complaint is the lead event for this proceeding. If a Complaint initiated this proceeding, leave this field set to **y**. If another document, such as a Notice of Removal, was filed instead, select **n**.
- When this screen is correct, click **[Next]**.

STEP 4 The **ASSOCIATED CASES** screen displays.

- Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.

NOTE: If the case number is invalid or if the lead case does not reside on this database, an error message, “**YY-NNNNN is not a valid case. Please enter a valid value.**” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

- Select the default of Adversary as the **Association Type**.
- Click **[Next]** to continue.

STEP 5 Next, the system will display a screen confirming the assignment of the **Divisional Office** based on the lead Bankruptcy case.

STEP 6 The **PARTY SEARCH** screen appears (Plaintiff).

- Enter the SSN, Tax ID or the last name or business of the plaintiff in the Last/Business name field.
- Click **[Search]**.

STEP 7 The **SEARCH RESULTS** screen appears.

- If the party is already in the database, select it by clicking on it with your mouse.
- If you have searched by Social Security number and the party name listed differs from the current plaintiff, you will need to select **Create New Party**, as you can only modify the party's address, not name, in the **Party Information** screen)
- If the party is not currently in the database, proceed to add the plaintiff by clicking the **[Create New Party]** button.

NOTE: While searching for a new party, you may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, select the party and modify the address (for this case only) on the following PARTY INFORMATION screen..

STEP 8 The **PARTY INFORMATION** screen appears.

- Enter the plaintiff's **Name** and **Tax ID** or **SSN** information in the appropriate boxes.

NOTE: If you selected an existing party, please be sure to delete the address for the plaintiff. Likewise, if you add a party for the proceeding, please do not enter an address.

- **YOU MUST** select the role of the plaintiff in the bankruptcy case.
- Enter further descriptive text in the **Party Text** field, if appropriate. (A Michigan Corporation, Guardian of the Estate, etc.) Any information reflected in this field, will be presented immediately following the Debtor's name on the Docket Report.
- After verifying this information, click the **Attorney** button to associate this

record with your plaintiff (see steps 9 - 11 for more details).

NOTE: For adversary openings **ONLY**, you will need to add yourself as the attorney representing the plaintiff(s).

- If there is more than one plaintiff, add the additional plaintiff(s) by repeating steps 6-8 before adding the defendant(s).

- Click **[End Plaintiff Selection]** when finished.

STEP 9 The **ATTORNEY SEARCH** screen allows you to retrieve the attorney record by either State Bar ID or Last Name (or partial Last Name) on the **SEARCH FOR ATTORNEY** screen.

- After entering the necessary criteria, click on **[Search]**.

STEP 10 The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered.

NOTE: Your search may find more than one person having the same name. Clicking on each of the names will display a window with the person's address information for verification.

If none of the addresses are correct for your attorney, you can either 1.) modify the address (for this case only) on the following ATTORNEY INFORMATION screen, or 2.) click on the **[Create new attorney]** button to add a new person record with this address to the court's attorney roll**.** Follow local guidelines.

- When the correct attorney name appears, highlight it with your mouse and click on **[Select Name From List].**

STEP 11 The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll.

- Since the attorney record can accommodate only one address, if the address for this case should be different, make the changes to this screen. This will change professional and mailing information **FOR THIS CASE ONLY**.
- After verifying this information, click **[Add Attorney].**

- The **PARTY INFORMATION** screen again appears. At this time you could click on the **[Review]** button to verify attorney and alias information for this party.

- Click on the **[Return to Party screen]** button. Make any changes if necessary.

- When the **PARTY INFORMATION** screen appears again, Click **[Submit]**.

STEP 12 The **PARTY SEARCH** screen appears again. (Defendant)

- Enter party information for the defendant.

STEP 13 The **SEARCH RESULTS** screen appears.

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button.

- If the party is not on the list, click the **[Create New Party]** button to create the party.

NOTE: Your name search may find more than one record having the same name you entered.. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address**.**

STEP 14 The **PARTY INFORMATION** screen appears next with this party's address as it is recorded in the database from the bankruptcy case.

- Enter the address(es) for the defendant(s). You must select the Party Role by clicking on the ▼ down arrow for the **Party Role** field. Highlight Defendant and click on **[Submit]**.

NOTE: Do NOT enter an attorney for the defendant. The defendant's attorney will be added when an answer or other pleading is filed.

- The **PARTY SEARCH** screen appears again. Enter any other defendants if applicable.

- Once all parties have now been entered, click on **[End Party Selection].**

STEP 15 The system will then display the **ADVERSARY STATISTICAL** screen

- For the **Party code** field, make the appropriate selection from the list below.

- Select the **Nature(s) of Suit** for the case from the drop-down list.

NOTE: If one of the multiple suits is a 727 Objection to Discharge, it is important to choose **424** as your first selection.

- The default for the **Rule 23 (class action)** field is **n**.
- The default for the **Jury Demand** field is **None**. Make another selection from the values below, if appropriate.
- **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is $4550, $5,000, or $5499, you would enter 5 for $5000, leaving off the 000.
- The default for State law is **n**.
- When this screen is correct, click **[Next].**

STEP 16 The next screen asks two questions that relate to the filing fee. Please be sure to answer these two questions correctly.

STEP 17 The **PDF DOCUMENT SELECTION** screen displays.

- To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
  - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
  - This will launch the Adobe Acrobat Reader displaying the contents of the imaged document. Verify that the document is correct.
  - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
- Click **[Next]** to continue.

STEP 18 The **FILING FEE** screen will display prompts for **Fee** and **Receipt** information and possibly a reminder concerning §727 objections to discharge.

- Click **[Next]** to continue.

STEP 19 The **FINAL TEXT EDITING** screen displays

<u>This is the last opportunity to make any changes before the case is officially opened</u>.

- Verify the accuracy of the docket text. This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.
- Court staff have the ability to edit any part of the text on this screen.
- If the docket text is correct, click on the **[Next]** button to continue.

NOTE: **When an adversary is opened, the complaint information will be spread over to the main bankruptcy case.**

STEP 20 The system then displays the **NOTICE OF ELECTRONIC FILING** screen.

- Here you will receive the Adversary Case Number.
- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As.**
- Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system**.**
- When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.

- When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top of the notice:

  *****NOTE TO PUBLIC ACCESS USERS*****
  You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

- At this screen, you can select a choice from the Main menu. For example, you can click on **Bankruptcy** or **Adversary** to open another case or file another document. If you are finished, click on **Logout**.

NOTE: If the Adversary filing fee is deferred, enter the **Request to Defer Payment of Filing/Motion Fee** by following these steps:

STEP 1 Click the Adversary hypertext link on the CM/ECF main menu bar.

STEP 2 The **ADVERSARY EVENTS** screen displays.

- Click the **Miscellaneous** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- Enter the case number in yy-nnnnn format including the dash.
- Click **[Next]** to continue.

STEP 4 The **EVENT TYPE** screen displays.

- Scroll to display the **Request to Defer Payment of Adversary Filing Fee** event.
- Click to highlight, then click on the **Next** button to continue.

STEP 5 The **PARTY SELECTION** screen appears.

- Select the plaintiff from the **Select the Party** box.
- Click **Next** to continue.

STEP 6 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially filed.

- Proof this screen carefully! This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.
  - To abort or restart the transaction, click on the **Bankruptcy Events or Adversary** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - If the docket text is correct, click on the **[Next]** button to file the proceeding.

STEP 7 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- Description of **Notice of Electronic Filing**.
  - Hyperlink to docket sheet
  - Date and time stamp information
  - Case Title
  - Case number hyperlink to docket sheet (if one exists)
  - Docket text
  - Annotated text in italics
  - Text produced from docket event
  - Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.
  - **Notice will be electronically mailed to:**
    - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
  - **Notice will not be electronically mailed to:**
    - Names of other parties on the case who have not furnished their e-mail addresses to the court.

Reports

Cases Report

Displays summary data about selected cases, plus links to view more detailed information about each case.

NOTE: If the **Party Information** box is checked, the party information will display (i.e .address, social security number, tax id) if applicable.

Claims Register

Displays claims filed for a specific case.

Calendar Events

Displays a report of events scheduled for a particular date and time selected. The report will show the first proceeding that set the hearing date, of if the proceeding that set the hearing date is related to an earlier proceeding, the earlier proceeding will print.

Docket Report

Displays the formatted docket sheet with links to documents.

Queries

This feature allows access to case information, document images, attorney information, deadline and hearing information and much more.

Finding a Case Number/Case Information with Debtors Last Name:

STEP 1 Click on the Query hypertext link on the Main Menu.

STEP 2 Type in Debtor's/Party's Last Name

STEP 3 Click on Run Query button

STEP 4 Select the appropriate party from the list of parties provided
Note: This will bring you to the Query Screen specific to the case you have selected.

Selecting the Query that best suits your needs:

Alias - Lists all parties in a case with aliases.

Associated Cases - Lists all cases associated with the case number you have queried.

Attorneys - Lists all attorneys who have appeared in the case.

Case Summary - Highlights all pending activities/deadlines in the case, one month at a time.

Creditor - Provides a list of selected creditor types

Deadlines/Schedules - Shows all pending, due, set, terminated and satisfied deadlines for the case.

Docket Report - Displays the formatted docket sheet with links to documents.

Filers - Shows all of the parties in the case that have filed documents.

History/Documents - Shows the events that were docketed with Filed and Entered dates.

Notice of Bankruptcy Case Filing - Printable document for notification of bankruptcy case filing.

Party - Provides a listing of all of the parties to a case.

Related Transactions - Provides a listing of all docket transactions and the previous/subsequent actions to which they relate.

Status - Shows the current case status.

Trustee - Shows the Trustee assigned to the case.

CM/ECF Glossary

Adobe Acrobat

Application used almost universally to create and view ”PDF” documents. "Adobe" created the "PDF' format.

Attachment

An additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.

Automatic E-mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with CM/ECF.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP and NIBS with "next generation" case management capabilities. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. Each document is secured with a unique encrypted key. A ll documents in CM/ECF must be in"PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

A round selection button used to choose items from a list.
Radio buttons are designed so that you can chose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the New York Southern Bankruptcy court is www.nysb.uscourt.gov.

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

IN RE:

CASE NO.: ****-*****

NAME OF DEBTOR(S)

CHAPTER: **

______________________________ Debtor(s)/

PROOF OF SERVICE

The undersigned certifies that on ___(Date of Service)___ a copy of _(Description of Document(s) Served_ was served upon the following parties either electronically, or by depositing said copies in the U. S. Mail, postage prepaid:

Dated: ______________

/S/ (Name)
Name, Title
Firm Name/Attorney for Party
Address
Telephone Number

Other Useful Information

- There are three steps to becoming a registered e-filer: 1) on-line training, 2) completion and submission of training exercises and 3) completion of ECF Registration form. Registration forms may be found via the following link: http://www.miwb.uscourts.gov/content/cmecf/cmForms.asp

- In order for the credit card module to work properly, please do not to disable the "pop-ups" in your browser.

- Please make sure your email service provider does not filter any emails coming from Bankruptcy_Court to ensure you receive all email notifications properly.

- If more than one person tries to use the same ECF account, the second person logging in will terminate the first person's session.

- If there has been inactivity of more than 30 minutes, the system will prompt you to login again.

- For any updates, please be sure to check the court's News section at www.miwb.uscourts.gov or the ECF Informer newsletter through the following link: http://www.miwb.uscourts.gov/content/cmecf/

- If you have any questions, please feel free to contact our HelpDesk by emailing ecfhelpdeskmiwb@miwb.uscourts.gov or by calling 616-456-2266 or 1-866-351-4795.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN

Case Management
CM / ECF
Electronic Case Files

CM/ECF TRAINING EXERCISES

Instructions:

- To access the ECF training database, enter the following web address: https://ecf-train.miwb.uscourts.gov

- Once the exercises are completed, please email your bankruptcy case number(s) to ecftrainingmiwb@miwb.uscourts.gov, with “ECF-exercises” as the subject. After the exercises are reviewed, you will receive email notification as to the next steps to take for becoming a registered electronic filer.

  Please complete the following exercises using case # **09-00075** (Willis-debtor):
  Note: You will need to create your own PDF images for the exercises. These PDF images only need to contain the title of the document(s) being filed.

  1. File a Notice of Appearance on behalf of Vista Chevrolet, Inc.

  2. File a Motion for Relief from Stay for Ford Motor Credit Co. Collateral: 2001 Ford F150. Also, upload the following attachments: Notice & Opportunity to Object, Certificate of Service and a Proposed Order.

  3. File an unsecured Proof of Claim for Sears in the amount of $300.00.

  4. File a Stipulated Motion for Adequate Protection on behalf of Sears. Be sure to select all parties involved (debtor, trustee and creditor). Also, upload the following attachment: Proposed Order.

  5. File a Reaffirmation on behalf of Sears.

  6. File an Adversary Proceeding, Ford Motor Credit Co vs the debtor.

  7. Pay all fees using the following credit card:
     Card type: Visa
     Card #: 4111 1111 1111 1111
     Exp Date: 12/2010, Security Code: 999